



Republic of the Philippines
 Department of Finance
INSURANCE COMMISSION
 1071 United Nations Avenue
 Manila



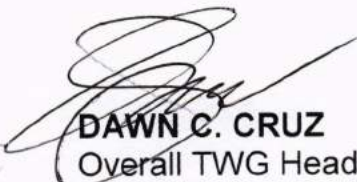
REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers, which are registered in the PhilGEPS, to submit their lowest price proposal/quotation on the item listed below, subject to the attached Terms of Reference (TOR):

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract</i>
Lease of Venue (including use of function room, accommodations and meals) for the 2017 GAD Planning Workshop (P.R. No. 2017-11-405) <i>Refer to the Terms of Reference for detailed specifications.</i>	1 Lot	One Hundred Eighty Thousand Pesos (PhP180,000.00) inclusive of taxes

Please use the attached Reply Slip Form in submitting price quotation to the IC Office, or through email or fax at the contact information indicated below. Proposal/quotations must be received **not later than 12:00 Noon of 16 November 2017** at the following address:

Contact persons: Ms. Chantal Mae V. Simon, IC Administrative Officer II, or Ms. Jenina Roussel A. Vergara, IC Administrative Officer I
Office Address: 2nd Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos.: 534-8462 to 70 loc. 123 or 120
E-mail: cmv.simon@insurance.gov.ph or jra.vergara@insurance.gov.ph


DAWN C. CRUZ
 Overall TWG Head
 Gender and Development (GAD)



TERMS OF REFERENCE

Lease of Venue (including use of function room, accommodations and meals) for the 2017 GAD Planning Workshop (P.R. No. 2017-11-405)

I. Scope of Service

The service provider should be able to provide the function and facilities/amenities, accommodations and meals, with the following specifications:

General Requirements

1. Price quotation for two (2) days and one (1) night.
2. Event date is on 23-24 November 2017 (Thursday to Friday).
3. Preferred location is Subic (approximately four-hour travel time by land from IC Manila via NLEX, SCTEX.)
4. Guaranteed number of persons: 24 pax
5. Free parking space for participants, bus services and official IC vehicles.
6. Free shuttle service within the vicinity.
7. Accommodations, meals, use of function room and other facilities/amenities, in case of additional participants, shall be at the same price or less than the regular participants.
8. Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.

Specific Requirements

A. Function Room

The service provider shall provide venues for various activities for the duration of the event. Below are the minimum requirements:

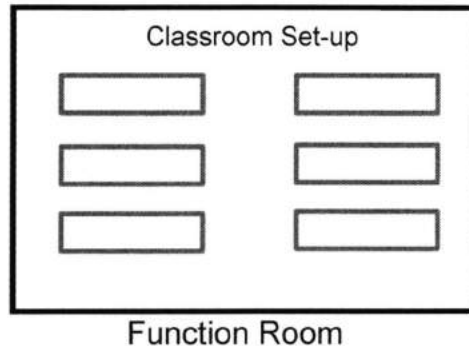
1. Check-in and Luggage Drop-Off Counters
 - 1.1. Table set-up for check-in counters, where employees shall drop-off their luggage before proceeding to the function room for the planning session. Area/set-up for check-in and luggage drop-off

should be in the same floor where the function room specified in Item A.2. is located.

- 1.2. Service Provider shall set-up at least two (2) check-in counters, each with at least one (1) staff assigned. It shall provide at least 50 luggage tags.
- 1.3. Service Provider shall be responsible in transferring the luggage of employees to their assigned rooms once available.
- 1.4. Room keys shall be distributed at 5:00PM or at the end of the planning session on Day 1, 24 November 2017.

2. Function Rooms

- 2.1. One (1) guaranteed air-conditioned function. Must be able to accommodate a minimum of twenty-four (24) pax based on the required room set-ups, illustrated as follows:



- 2.2. There should be available restrooms for male and female located near the function rooms.
- 2.3. The following shall be available in the function room throughout the activity:
 - Whiteboard/flip chart, markers, pads and pen/pencils and mints/candies.
 - One (1) wide screen for LCD Projector. Should IC bring LCD projector/s and microphone/s, electricity charge for the said equipment is free or waived.
 - Basic lights and audio/PA system including microphones.
 - WiFi access/connection.

B. Accommodations

The service provider shall provide overnight room accommodations for a minimum of 24 pax with the following minimum requirements:

1. Guaranteed air-conditioned room, with basic hotel room facilities including but not limited to: beddings, cable television, IDD/NDD phone system, WiFi access, closet, safety vault, refrigerator, mini-bar and coffee and tea making machine, toilet and bath with daily replenishment of bath towels and toiletries for each guest; hot and cold shower water supply; and complimentary bottled water for each guest. Room accommodations shall include complimentary use of hotel facilities (i.e. gym).

2. Room allocations:
 - Two (2) Single Occupancy Rooms for Executive/VIP
 - For Rank-and-File employees:
 - For 15 Female Employees: 6 Twin Sharing Rooms and 1 Triple Sharing Rooms
 - For 7 Male Employees: 2 Twin Sharing Rooms, 1 Triple Sharing Room
 - Bed configuration for sharing rooms should be two (2) double/queen/king-sized beds (no double decks or floor mattresses).

C. Meals

The service provider shall provide the following meal requirements for a minimum of 24 pax:

1. Meal Schedule
 - Day 1: Morning Snack, Managed Buffet Lunch, Afternoon Snack and Managed Buffet Dinner
 - Day 2: Managed Buffet Breakfast, Morning Snack, Managed Buffet Lunch, and Packed Afternoon Snack
2. Inclusive of (1) round of iced tea/juice/soft drink.
3. Free flowing coffee and tea, with provision for water station, throughout the function.
4. There shall be a set-up of two-way buffet station.
5. There shall be at least one (1) table designated for Executives/VIPs. Meals shall be served in family style and at least one (1) waiter shall be assigned for said tables.
6. Venue for Meals
 - Breakfast shall be served in a restaurant located inside the hotel (accommodations)
 - Lunch and dinner shall be served in Function Room
7. Preferred menu is Filipino cuisine.
8. Proposed menu shall be submitted and food tasting shall be conducted upon request of the Insurance Commission.
9. Menu for the entire function shall be subject to the approval of the Insurance Commission.

II. Mode of Procurement

The procurement through Lease of Venue shall be undertaken in accordance with Section 53.10 of the 2016 Revised Implementing Rules and Regulations (RIRR) of the Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act.

Service provider must be registered at the Philippine Electronic Government Procurement System (PhilGEPS).

III. Evaluation and Selection Criteria

Bid proposals shall be evaluated in accordance with the **Table of Rating Factors for Lease of Venue** provided under Annex H - Appendix B (C) of the 2016 RIRR of RA No. 9184.

The IC reserves the right to reject any or all Quotations/Bids, to annul the procurement process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

IV. Awarding of Contract

The bidder with the Lowest Calculated Bid (LCB) shall be required to submit **certified true photocopy** of the following documents:

1. Mayor's Business Permit
2. Proof of PhilGEPS Registration
3. Certificate of Tax Registration issued by the Bureau of Internal Revenue
4. Latest Income/Business Tax Return

The quoted price must be valid for one hundred twenty (120) days and should not be subject to change/increase during the implementation of the contract.

V. Payment Terms

The payment for the services rendered shall be made within thirty (30) days upon issuance of the billing statement by the supplier and corresponding Certificate of Satisfactory Service by IC.

Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/liquidated damages based on the Contract Price.



DAWN C. CRUZ
Overall TWG Head
Gender and Development (GAD)

REPLY SLIP

Name of Supplier : _____
Address : _____
Contact Information : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration/ Organization No. : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Lease of Venue (including use of function room, accommodations and meals) for the 2017 GAD Planning Workshop (P.R. No. 2017-11-405)**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Total Cost</i>
Lease of Venue (including use of function room, accommodations and meals) for the 2017 GAD Planning Workshop (P.R. No. 2017-11-405) Note: <ul style="list-style-type: none"> • Total Cost should not exceed ABC of One Eighty Thousand Pesos (PhP180,000.00) • Total Cost is inclusive of 12% VAT and all other applicable taxes and charges 	1 Lot	Php

 Signature Over Printed Name of Supplier/
 Authorized Representative

Position: _____

Date: _____